

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Librarian II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages library functions for the branch. Provides customer service to patrons, provides information, promotes general usage of facilities, and operates all library equipment. Plans and coordinates special projects as needed, including managing the federal depository collection, coordinating system-wide interlibrary loan activities, distributing promotional materials, collection development, and personnel development.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides customer service by answering difficult reference inquiries, assisting patrons with research, assisting with the operation of computers and equipment, and recommending reading material.
2	L	Performs collection development by reading book reviews and professional journals, evaluating current books and subject matter.
3	L	Manages staff by interviewing, hiring, and training, scheduling personnel, verifying time sheets, and providing assistance.
4	L	Plans, coordinates, and implements public programs by selecting and organizing materials, managing library collections, distributing promotional materials, and setting up displays.
5	S	Performs related duties by overseeing facility maintenance and security and planning and implementing public outreach activities.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in Library Science from an ALA accredited university.
Experience	Two years experience as a professional Librarian including management experience.
Certifications and Other Requirements	State of Virginia Professional Librarian Certification; Valid Driver's License
Reading	Work requires the ability to read reference manuals, reports, statistical materials, documents, directories, legal texts, novels, letters, memoranda, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, book reviews, grant applications, newsletter articles, public relations material, letters, memoranda, and general correspondence.
Managerial	Managerial responsibilities include planning and supervising various employees, arranging book and equipment delivery, planning expansions and alterations, and monitoring budgetary figures.
Budget Responsibility	Conducts research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for planning and monitoring budget expenditures for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, training, assisting and analyzing problems at workstations, supervision
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from staff work area, customer service or assistance to public/citizens, to/from shelves
Lifting	O	Boxes, library materials, office supplies, books, manuals
Carrying	O	Boxes, library materials, office supplies, books, manuals
Pushing/Pulling	O	Book cart
Reaching	O	Books on lower or high shelves, electrical outlets
Handling	O	Boxes, library materials, office supplies, books, manuals
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Reaching electrical outlets
Crouching	O	Reaching electrical outlets
Crawling	N	
Bending	O	Filing in lower cabinet drawer, reaching lower shelves
Twisting	O	To/from desk to computer
Climbing	O	Step stool
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, presentations, training
Hearing	C	Telephone, staff, supervisor, personnel from Automation, Collection development, Human Resource, various trainers and customer service personnel, branch managers, customers, citizens, patrons, administrative personnel, meetings, presentations, training
Talking	F	Telephone, staff, supervisor, personnel from Automation, Collection development, Human Resource, various trainers and customer service personnel, branch managers, customers, citizens, patrons, administrative personnel, meetings, presentations, training
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, policy manuals, library reference materials, bibliography and cataloging manuals, filmstrip machine, laminator, film projector, overhead projector, opaque projector, Standard Microsoft Windows and Office software, Internet/Intranet, Printshop, PRISM and other CCLC cataloging software, DRA Cdata research software, Netcat, various library public catalog and databases, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	N
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Public Library

**PROTECTIVE EQUIPMENT REQUIRED:**

AIDS protection, clean up equipment

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)